- Column 3 represents the total for each employee.
- Column 4 represents the total for each category for an individual employee.
- Column 5 shows individual entries.

### Subtotals tool options

Click on the *Options* tab of the Subtotals dialog to access the following settings:

**Groups**

Defines how subtotal data is organized.

- – **Page break between groups** – inserts page breaks between each subtotal group so that each group displays on a separate page when you print the data.
- – **Case sensitive** – prevents the tool from grouping entries by data labels that differ by case. In our sales data example, entries with "Brigitte" and "brigitte" under the Employee column will not match if this option is selected.
- – **Pre-sort area according to groups** – sorts entries by group before calculating subtotals. Disabling this option prevents the tool from grouping matching entries together. As a result, distinct subtotals will be created for matching entries if they do not appear on consecutive rows. For example, two entries under the "Golf" category will not count towards the same group subtotal if there is an entry for "Tennis" in between them.
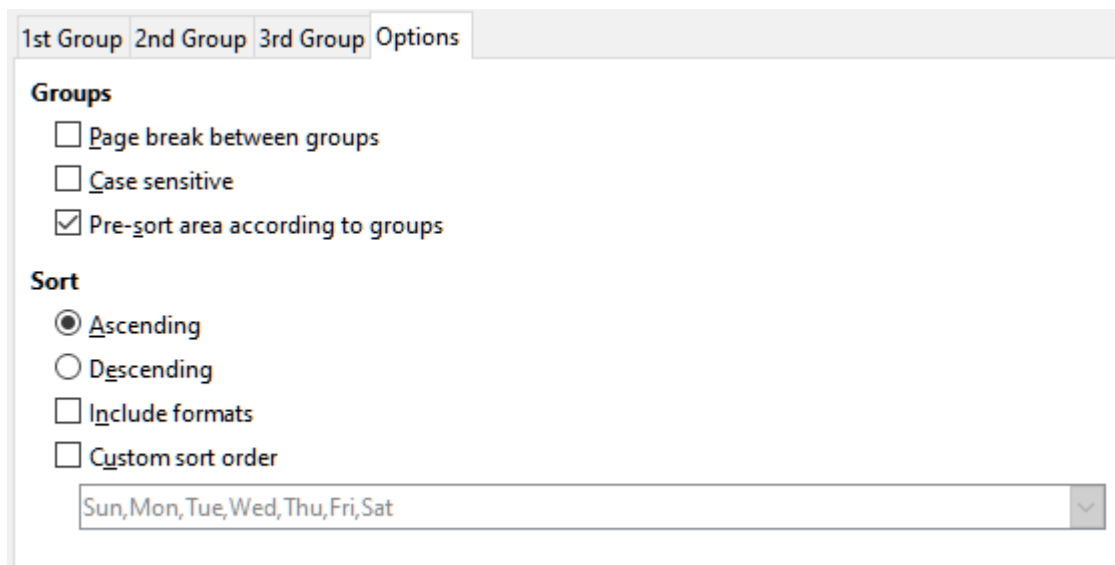


*Figure 309: Options tab of the Subtotals dialog*

**Sort**

Defines how subtotal data is sorted. This section is disabled if **Pre-sort area according to groups** is unchecked.

- – **Ascending** or **Descending** – sorts entries by value from lowest to highest and highest to lowest, respectively. You can modify these sort rules by using **Data > Sort** on the Menu bar. For more detail, see Chapter 2, Entering, Editing, and Formatting Data.
- – **Include formats** – carries over formatting, such as the currency format, from the data to the corresponding subtotals.
- – **Custom sort order** – sorts your data according to one of the predefined custom sorts defined in **Tools > Options > LibreOffice Calc > Sort Lists** on the Menu bar. For more details about custom sort lists, see Chapter 2, Entering, Editing, and Formatting Data.